

# Job Aid: How to Search for and Read an Active Statewide Contract

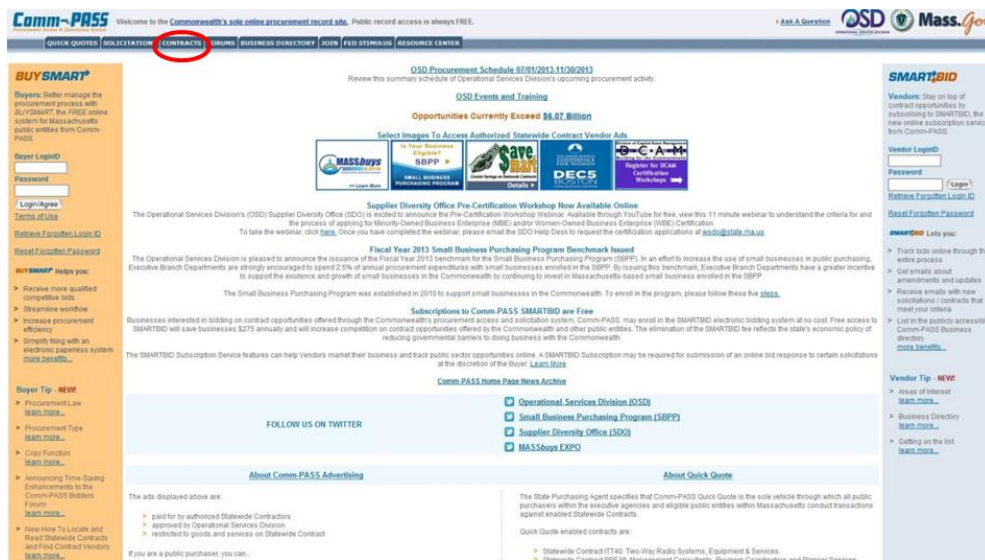
**Please Note:** You do not have to be logged in to perform this task. You do have to be logged in to track records on your desktop.

## Step

## Screenshot

## Directions

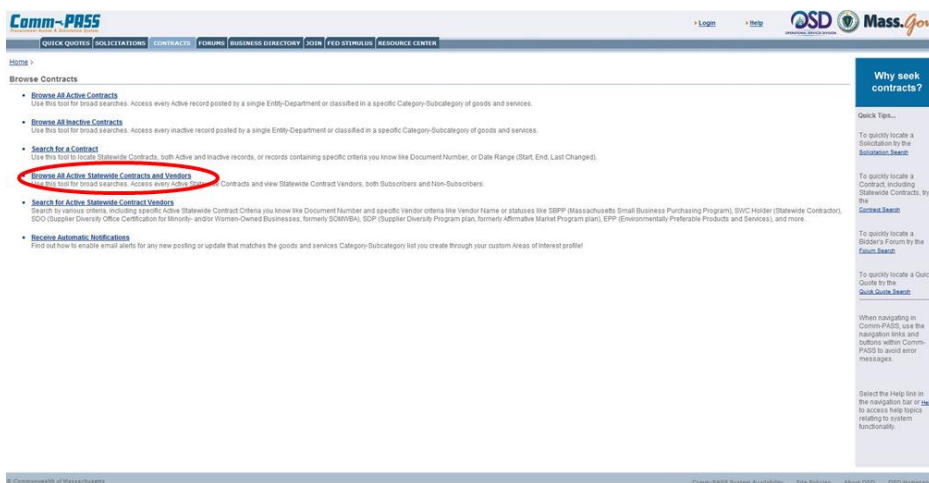
1



Select the **Contracts** tab.

If you are a BuySmart or SmartBid subscriber, you may use your login credentials to access Comm-PASS prior to selecting the **Contracts** tab.

2



Select the **Browse All Active Statewide Contracts and Vendors** Link

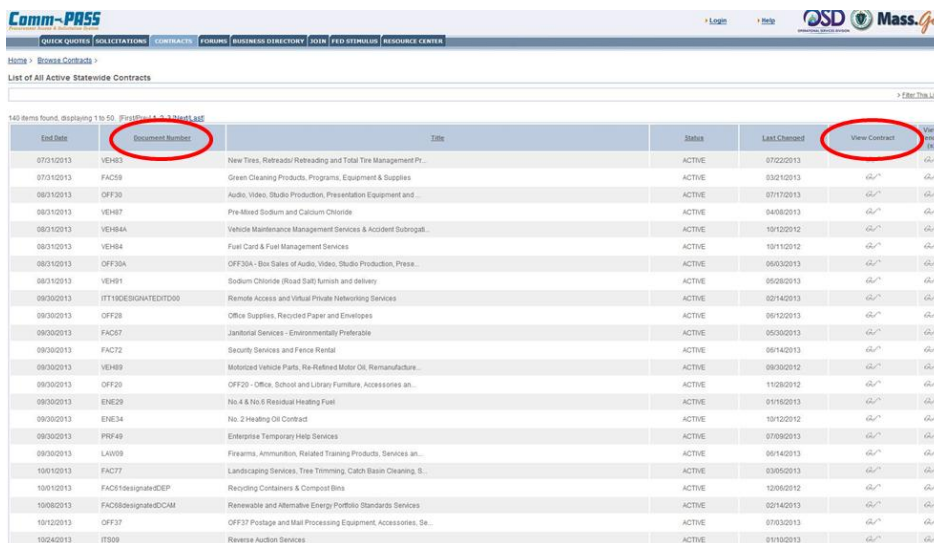
## Job Aid: How to Search for and Read an Active Statewide Contract

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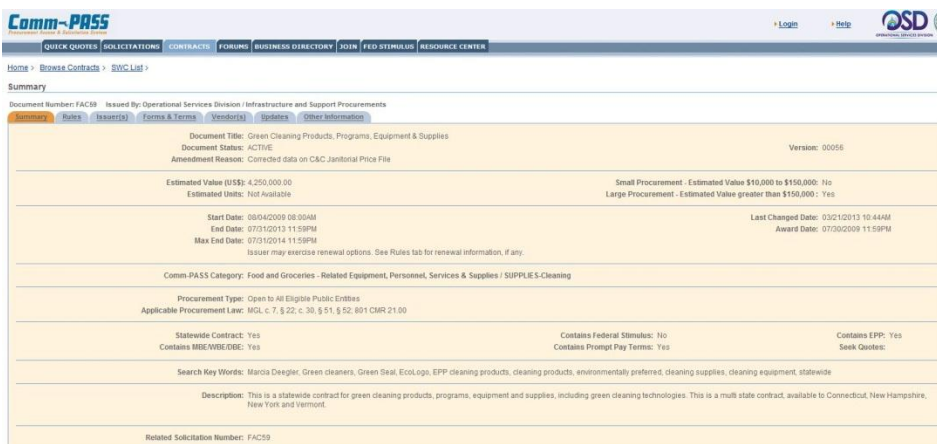
Est.Date	Document Number	Title	Status	Last.Changed	View Contract	Vendor
07/01/2013	VEH43	New Tires, Retreads/Rebuilding and Total Tire Management Pr...	ACTIVE	07/22/2013		
07/01/2013	FAC58	Green Cleaning Products, Programs, Equipment & Supplies	ACTIVE	03/21/2013		
08/12/2013	OFF30	Audio, Video, Studio Production, Presentation Equipment and ...	ACTIVE	07/17/2013		
08/12/2013	VEH87	Pre-Mixed Sodium and Calcium Chloride	ACTIVE	04/08/2013		
08/12/2013	VEH64	Vehicle Maintenance Management Services & Accident Subrogat...	ACTIVE	10/10/2012		
08/12/2013	VEH64	Fuel Card & Fuel Management Services	ACTIVE	10/11/2012		
08/12/2013	OFF30A	OFF30A - Box Sales of Audio, Video, Studio Production, Pres...	ACTIVE	06/03/2013		
08/12/2013	VEH91	Sodium Chloride (Road Salt) furnish and delivery	ACTIVE	05/28/2013		
09/30/2013	ITT1DESIGNATEDID00	Remote Access and Virtual Private Networking Services	ACTIVE	02/14/2013		
09/30/2013	OFF28	Office Supplies, Recycled Paper and Envelopes	ACTIVE	09/12/2013		
09/30/2013	FAC67	Janitorial Services - Environmentally Preferable	ACTIVE	05/30/2013		
09/30/2013	FAC72	Security Services and Fence Rental	ACTIVE	06/14/2013		
09/30/2013	VEH89	Motorized Vehicle Parts, Re-Rattred Motor Oil, Remanufacture...	ACTIVE	08/30/2012		
09/30/2013	OFF20	OFF20 - Office, School and Library Furniture, Accessories an...	ACTIVE	11/28/2012		
09/30/2013	ENE29	No. 4 & No. 6 Residential Heating Fuel	ACTIVE	01/16/2013		
09/30/2013	ENE34	No. 2 Heating Oil Contract	ACTIVE	10/12/2012		
09/30/2013	PRF49	Enterprise Temporary Help Services	ACTIVE	07/09/2013		
09/30/2013	L4058	Firearms, Ammunition, Related Training Products, Services an...	ACTIVE	06/14/2013		
10/01/2013	FAC77	Landscaping Services, Tree Trimming, Catch Basin Cleaning, S...	ACTIVE	03/05/2013		
10/01/2013	FAC81designatedDEP	Recycling Containers & Compost Bins	ACTIVE	12/06/2012		
10/06/2013	FAC81designatedDCAM	Renewable and Alternative Energy Portfolio Standards Services	ACTIVE	02/14/2013		
10/12/2013	OFF37	OFF37 Postage and Mail Processing Equipment, Accessories, Se...	ACTIVE	07/03/2013		
10/24/2013	ITS09	Reverse Auction Services	ACTIVE	01/10/2013		

A Listing of all Active Statewide Contracts will appear. Column Headers allow you to sort the contract records. You can sort by document number by selecting the column header **Document Number**.

Be sure to pay attention to Last Changed date, this will help you to recognize any potential changes on the language of the Contract User Guide and timeline for expiration for this contract.

To view the record you must select the Eyeglass icon in the **View Contract** column for the desired contract.

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Summary	
Document Number: FAC58 Issued By: Operational Services Division / Infrastructure and Support Procurements	
Document Title: Green Cleaning Products, Programs, Equipment & Supplies	
Document Status: ACTIVE	
Amendment Reason: Corrected data on C&C Janitorial Price File	
Version: 00056	
Estimated Value (US\$): 4,250,000.00	Small Procurement - Estimated Value \$10,000 to \$150,000: No
Estimated Units: Not Available	Large Procurement - Estimated Value greater than \$150,000: Yes
Start Date: 08/04/2009 08:00AM	Last Changed Date: 03/21/2013 10:44AM
End Date: 07/01/2014 11:59PM	Award Date: 07/03/2009 11:59PM
Max End Date: 07/01/2014 11:59PM	
Issuer may exercise renewal options. See Rules tab for renewal information, if any.	
Comm-PASS Category: Food and Groceries - Related Equipment, Personnel, Services & Supplies / SUPPLIES-Cleaning	
Procurement Type: Open to All Eligible Public Entities	
Applicable Procurement Law: MGL c.7, § 22; c.30, § 51, § 52; 801 CMR 21.00	
Statewide Contract: Yes	Contains Federal Stimulus: No
Contains MBE/WBE/DBE: Yes	Contains EPP: Yes
Search Key Words: Marica Deagler, Green cleaners, Green Seal, EcoLogo, EPP cleaning products, cleaning products, environmentally preferred, cleaning supplies, cleaning equipment, statewide	
Description: This is a statewide contract for green cleaning products, programs, equipment and supplies, including green cleaning technologies. This is a multi state contract, available to Connecticut, New Hampshire, New York and Vermont.	
Related Solicitation Number: FAC59	

The **Summary** tab is the first part of the Statewide Contract record. Take note of the **Document Number** in the top left hand corner of record. This will help to find the Statewide Contract more quickly in the future and allow you to track this record on your desktop by selecting the **Track Contract on My Desktop Link** in the top right hand corner of the record (if you are logged in as a SmartBid subscriber).

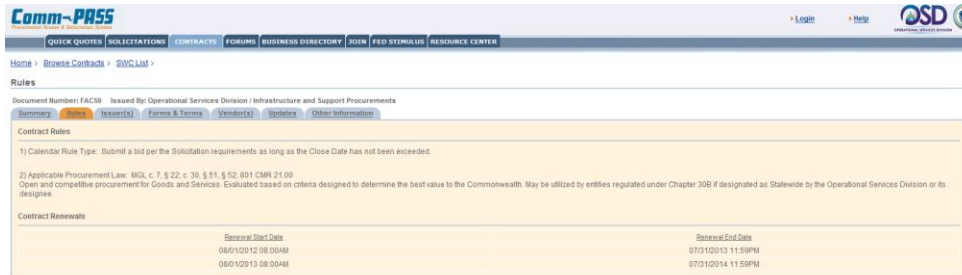
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QUICK QUOTES SOLICITATIONS CONTRACTS FORUMS BUSINESS DIRECTORY JOIN FED STIMULUS RESOURCE CENTER

Home > Browse Contracts > [SVC List](#)

**Rules**

Document Number: FAC59 Issued By: Operational Services Division / Infrastructure and Support Procurements

Summary Rules Issuer(s) Forms & Terms Vendor(s) Updates Other Information

**Contract Rules**

1) Calendar Rule Type: Submit a bid per the Solicitation requirements as long as the Close Date has not been exceeded.

2) Applicable Procurement Law: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00  
Open and competitive procurement for Goods and Services. Evaluated based on criteria designed to determine the best value to the Commonwealth. May be utilized by entities regulated under Chapter 30B if designated as Statewide by the Operational Services Division or its designee.

**Contract Renewals**

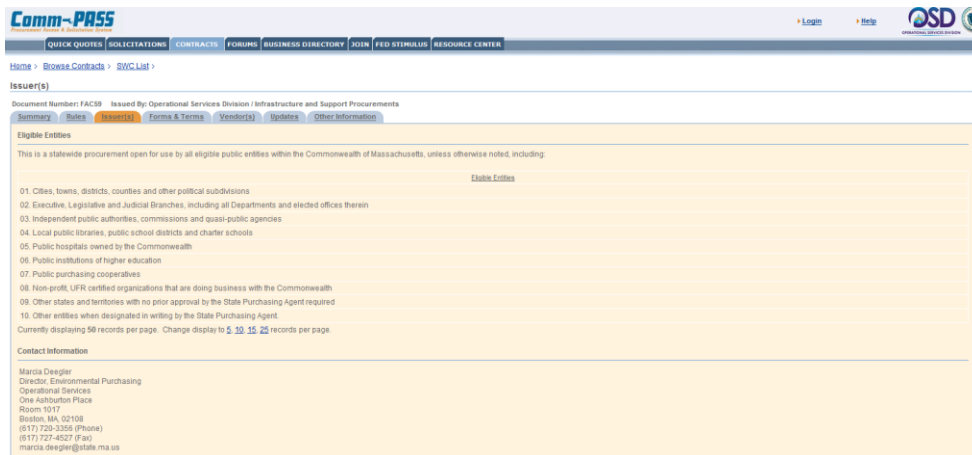
Renewal Start Date	Renewal End Date
08/01/2012 08:00AM	07/31/2013 11:59PM
08/01/2013 08:00AM	07/31/2014 11:59PM

Select the **Rules** tab.

This is where you will find the rules and regulations related to this contract:

- Calendar Rule – Provides information regarding responding prior to the close date (open enrollment).
- Applicable Procurement Law – Displays which Procurement Law this Solicitation is following.
- Contract Renewals

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**Issuer(s)**

Document Number: FAC59 Issued By: Operational Services Division / Infrastructure and Support Procurements

Summary Rules Issuer(s) Forms & Terms Vendor(s) Updates Other Information

**Eligible Entities**

This is a statewide procurement open for use by all eligible public entities within the Commonwealth of Massachusetts, unless otherwise noted, including:

[Eligible Entities](#)

01. Cities, towns, districts, counties and other political subdivisions  
02. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein  
03. Independent public authorities, commissions and quasi-public agencies  
04. Local public libraries, public school districts and charter schools  
05. Public hospitals owned by the Commonwealth  
06. Public institutions of higher education  
07. Public purchasing cooperatives  
08. Non-profit, UFR certified organizations that are doing business with the Commonwealth  
09. Other states and territories with no prior approval by the State Purchasing Agent required  
10. Other entities when designated in writing by the State Purchasing Agent.

Currently displaying 58 records per page. Change display to [5](#) [10](#) [15](#) [25](#) records per page.

**Contact Information**

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Director, Environmental Purchasing  
Operational Services  
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Room 1017  
Boston, MA 02108  
(617) 720-3305 (Phone)  
(617) 727-4527 (Fax)  
marcia.deegler@state.ma.us

Select the **Issuer(s)** tab. This tabs shows Eligible Entities that are allowed to utilize this contract as well as Issuer Contact Information.

**Note:** Buyers should read the Contract User Guide before contacting the Issuer. Many times, information is provided in the language of both the Contract User Guide (located on the Forms & Terms tab) and the RFR that may answer questions. When contacting the Issuer, remember to reference the Statewide Contract document number in your communication.

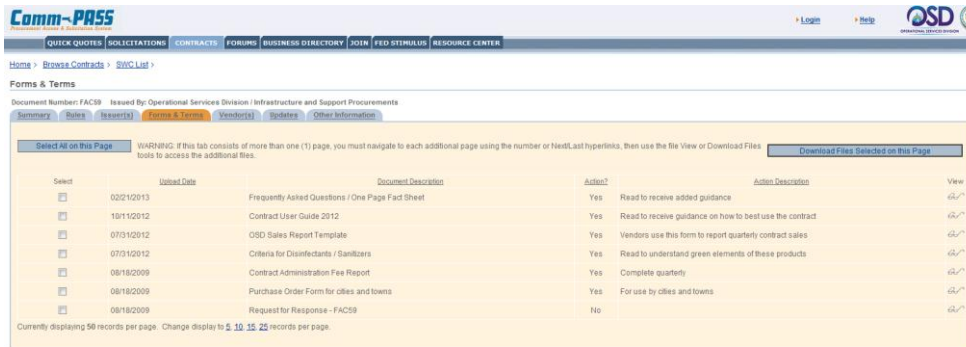
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Home > Browse Contracts > [SVC List](#)

Forms & Terms

Document Number: FAC39 Issued By: Operational Services Division / Infrastructure and Support Procurement

Summary Rules **Forms & Terms** Vendors Info Spreads Other Information

Select All on this Page WARNING: If this tab consists of more than one (1) page, you must navigate to each additional page using the number or Next/Last hyperlinks, then use the View or Download Files tools to access the additional files.

Select	Upload Date	Document Description	Action?	Action Description	View
<input type="checkbox"/>	02/21/2013	Frequently Asked Questions / One Page Fact Sheet	Yes	Read to receive added guidance	
<input type="checkbox"/>	10/11/2012	Contract User Guide 2012	Yes	Read to receive guidance on how to best use the contract	
<input type="checkbox"/>	07/13/2012	OSD Sales Report Template	Yes	Vendors use this form to report quarterly contract sales	
<input type="checkbox"/>	07/13/2012	Criteria for Disinfectants / Sanitizers	Yes	Read to understand green elements of these products	
<input type="checkbox"/>	08/18/2009	Contract Administration Fee Report	Yes	Complete quarterly	
<input type="checkbox"/>	08/18/2009	Purchase Order Form for cities and towns	Yes	For use by cities and towns	
<input type="checkbox"/>	08/18/2009	Request for Response - FAC39	No		

Currently displaying 50 records per page. Change display to 5 10 15 25 records per page.

Select the **Forms & Terms** tab.

This tab allows the buyer to see the forms that may be required when purchasing from the contract.

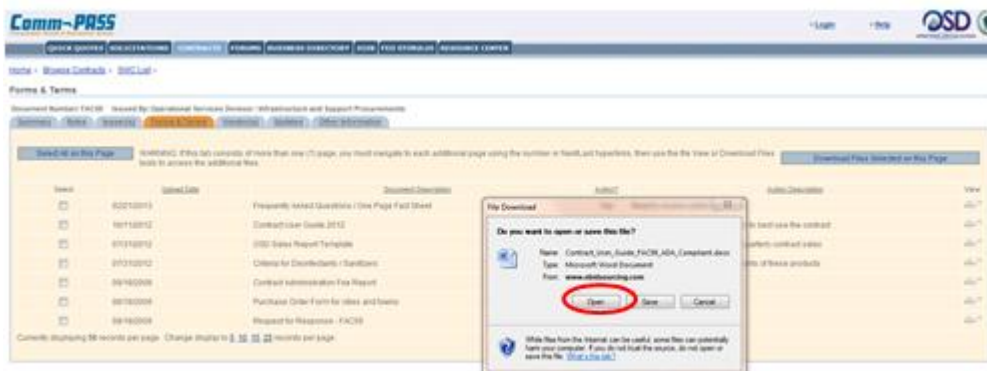
Action – Yes/No instructs whether or not an action is required for the document.

Action Description – provides the buyer with a description of what action is needed.

View – the Eyeglass icon allows you to view the document

Select the documents and then select **Download Selected Files** to save the documents to another location.

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QUICK QUOTES SOLICITATIONS CONTRACTS FORUMS BUSINESS DIRECTORY JOIN FED STIMULUS RESOURCE CENTER

Home > Browse Contracts > [SVC List](#)

Forms & Terms

Document Number: FAC39 Issued By: Operational Services Division / Infrastructure and Support Procurement

Summary Rules **Forms & Terms** Vendors Info Spreads Other Information

Select All on this Page WARNING: If this tab consists of more than one (1) page, you must navigate to each additional page using the number or Next/Last hyperlinks, then use the View or Download Files tools to access the additional files.

Select	Upload Date	Document Description	Action?	Action Description	View
<input type="checkbox"/>	02/21/2013	Frequently Asked Questions / One Page Fact Sheet	Yes	Read to receive added guidance	
<input type="checkbox"/>	10/11/2012	Contract User Guide 2012	Yes	Read to receive guidance on how to best use the contract	
<input type="checkbox"/>	07/13/2012	OSD Sales Report Template	Yes	Vendors use this form to report quarterly contract sales	
<input type="checkbox"/>	07/13/2012	Criteria for Disinfectants / Sanitizers	Yes	Read to understand green elements of these products	
<input type="checkbox"/>	08/18/2009	Contract Administration Fee Report	Yes	Complete quarterly	
<input type="checkbox"/>	08/18/2009	Purchase Order Form for cities and towns	Yes	For use by cities and towns	
<input type="checkbox"/>	08/18/2009	Request for Response - FAC39	No		

Currently displaying 50 records per page. Change display to 5 10 15 25 records per page.

File Download

Do you want to open or save this file?

Name: Contract\_Admin\_Guide\_FAC39\_ADA\_Compliant.docx  
Type: Microsoft Word Document  
From: www.stateprocurement.com

**Open** Save Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you don't trust the source, do not open or save the file. [Click here for more info.](#)

Open the document by selecting the Eyeglass icon.

Select **Open** to view the document.



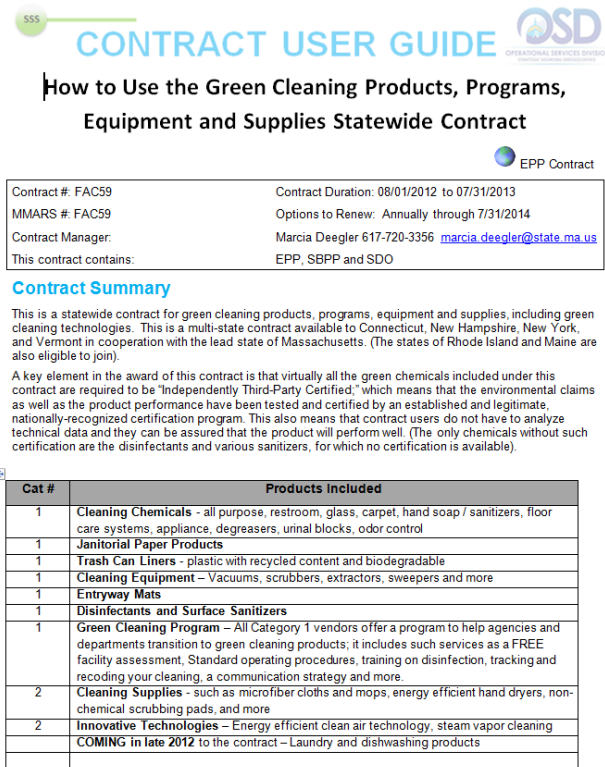
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**CONTRACT USER GUIDE**

**How to Use the Green Cleaning Products, Programs, Equipment and Supplies Statewide Contract**

**Contract Summary**

This is a statewide contract for green cleaning products, programs, equipment and supplies, including green cleaning technologies. This is a multi-state contract available to Connecticut, New Hampshire, New York, and Vermont in cooperation with the lead state of Massachusetts. (The states of Rhode Island and Maine are also eligible to join).

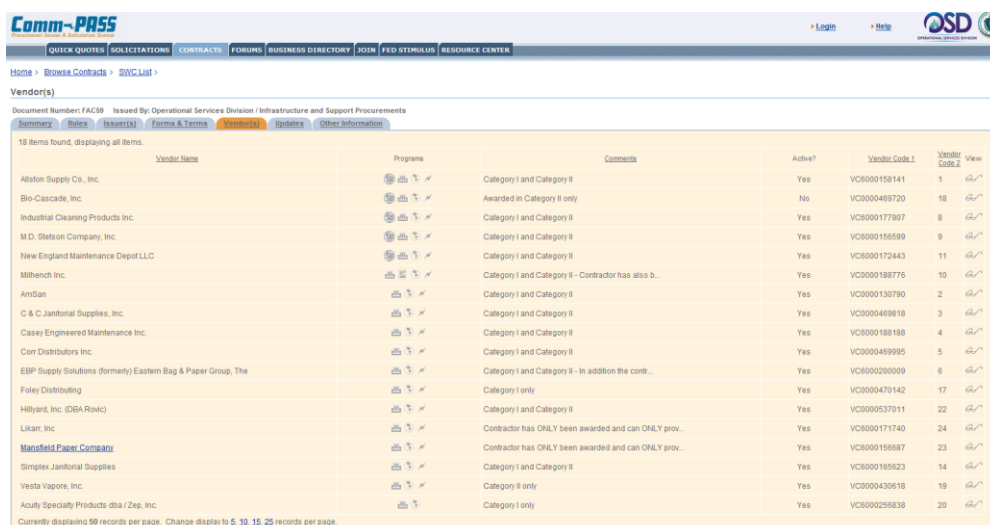
A key element in the award of this contract is that virtually all the green chemicals included under this contract are required to be "Independently Third-Party Certified," which means that the environmental claims as well as the product performance have been tested and certified by an established and legitimate, nationally-recognized certification program. This also means that contract users do not have to analyze technical data and they can be assured that the product will perform well. (The only chemicals without such certification are the disinfectants and various sanitizers, for which no certification is available).

Cat #	Products Included
1	Cleaning Chemicals - all purpose, restroom, glass, carpet, hand soap / sanitizers, floor care systems, appliance, degreasers, urinal blocks, odor control
1	Janitorial Paper Products
1	Trash Can Liners - plastic with recycled content and biodegradable
1	Cleaning Equipment - Vacuums, scrubbers, extractors, sweepers and more
1	Entryway Mats
1	Disinfectants and Surface Sanitizers
1	Green Cleaning Program - All Category 1 vendors offer a program to help agencies and departments transition to green cleaning products; it includes such services as a FREE facility assessment, Standard operating procedures, training on disinfection, tracking and recoding your cleaning, a communication strategy and more.
2	Cleaning Supplies - such as microfiber cloths and mops, energy efficient hand dryers, non-chemical scrubbing pads, and more
2	Innovative Technologies - Energy efficient clean air technology, steam vapor cleaning
	COMING in late 2012 to the contract - Laundry and dishwashing products

Read the details of the Contract User Guide to understand how to purchase from the Statewide Contract. Included in the document are: important details regarding contract specifications, eligible entities, special instructions and/or restrictions, vendor information, categories and zone/district details.

**Contract User Guides are issued upon release of the active contract and in the event that there are changes made to the contract. It is the Buyer's responsibility to read the Contract User Guide in its entirety to avoid misuse of the contract.**

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**Comm-PASS**

Document Number: FAC59 Issued By: Operational Services Division / Infrastructure and Support Procurements

Summary Rules Issuance Forms & Terms Vendor(s) Updates Other Information

18 Items found, displaying all items.

Vendor Name	Programs	Comments	Active?	Vendor Code 1	Vendor Code 2	View
Allison Supply Co., Inc.	Category I and Category II		Yes	VC000108141	1	
Bio-Cascade, Inc.	Awarded in Category II only		No	VC0000469720	18	
Industrial Cleaning Products Inc.	Category I and Category II		Yes	VC000177967	8	
M.D. Stelson Company, Inc.	Category I and Category II		Yes	VC000156599	9	
New England Maintenance Depot LLC	Category I and Category II		Yes	VC000172443	11	
Milbend, Inc.	Category I and Category II - Contractor has also b...		Yes	VC000188776	10	
AmDan	Category I and Category II		Yes	VC000130790	2	
C & C Janitorial Supplies, Inc.	Category I and Category II		Yes	VC0000469818	3	
Casey Engineered Maintenance Inc.	Category I and Category II		Yes	VC000188188	4	
Corr Distributors Inc.	Category I and Category II		Yes	VC0000469995	5	
EBP Supply Solutions (Formerly) Eastern Bag & Paper Group, The	Category I and Category II - In addition the contr...		Yes	VC0000200009	6	
Foley Distributing	Category I only		Yes	VC0000470142	17	
Hillyard, Inc. (GSA ROW)	Category I and Category II		Yes	VC0000537011	22	
Likan, Inc.	Contractor has ONLY been awarded and can ONLY prov...		Yes	VC000171740	24	
Mansfield Paper Company	Contractor has ONLY been awarded and can ONLY prov...		Yes	VC000156687	23	
Simplex Janitorial Supplies	Category I and Category II		Yes	VC000165623	14	
Vesta Vapors, Inc.	Category II only		Yes	VC0000430618	19	
Acuity Specialty Products dba / Zep, Inc.	Category I only		Yes	VC000256838	20	

Currently displaying 58 records per page. Change display to 5 10 15 25 records per page.

Select the **Vendor(s)** tab. Vendors are listed in order according to the programs that they participate in. Programs – these icons will identify the programs a Vendor participates in. Hover over the image for a description. Comments – provide a description of vendor details, areas of service, category of services, regions, or special instructions/restrictions Active – Yes/No indicates Vendor status

Select the Eyeglass icon to view Vendor details.

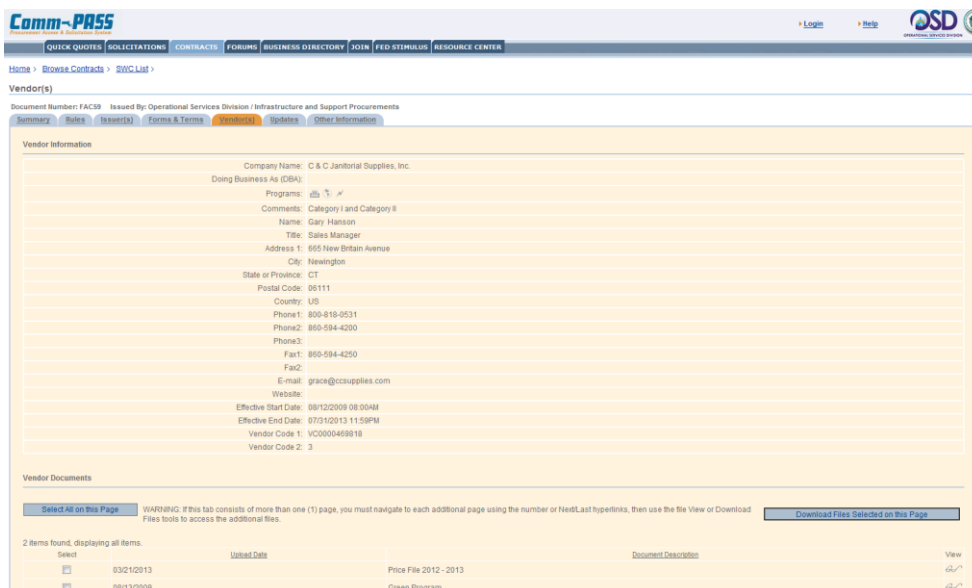
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The screenshot shows the 'Vendor Information' tab for document FAC58. The vendor details include:

- Company Name: C & C Janitorial Supplies, Inc.
- Doing Business As (DBA):
- Program: JIS, T, P
- Comments: Category I and Category II
- Name: Gary Harrison
- Title: Sales Manager
- Address 1: 655 New Britain Avenue
- City: Newington
- State or Province: CT
- Postal Code: 06111
- Country: US
- Phone1: 800-818-0531
- Phone2: 860-594-4200
- Phone3:
- Fax1: 860-594-4250
- Fax2:
- E-mail: ghar@ccsupplies.com
- Website:
- Effective Start Date: 06/12/2009 08:00AM
- Effective End Date: 07/12/2013 11:59PM
- Vendor Code 1: VC000048818
- Vendor Code 2: 3

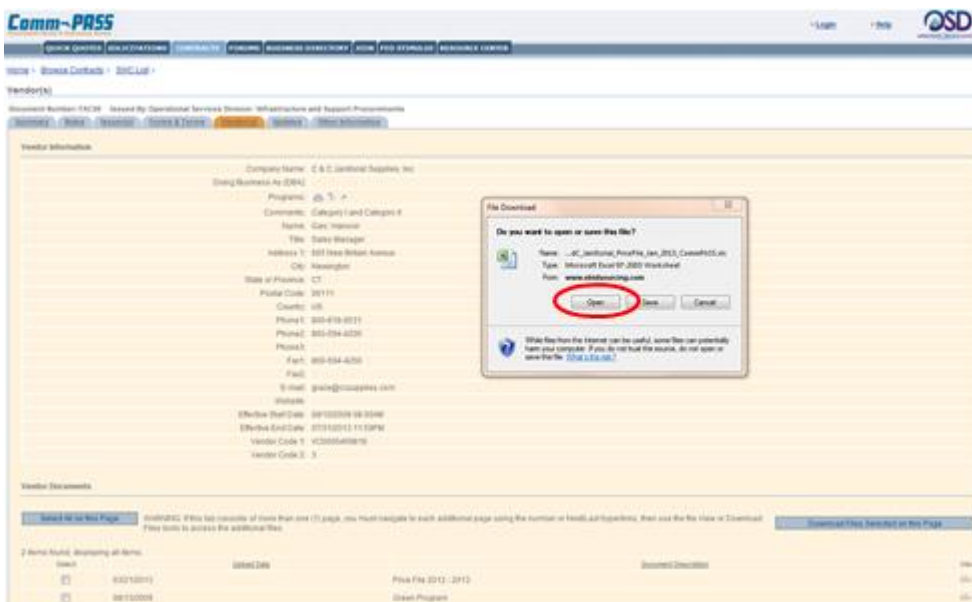
Below the vendor information, there is a 'Vendor Documents' section with a table listing documents:

Select	Upload Date	Document Description	View
<input type="checkbox"/>	03/21/2013	Price File 2012 - 2013	
<input type="checkbox"/>	06/13/2009	Green Program	

Vendor information and detailed comments are displayed.

Select the Eyeglass icon to view the document for pricing structure, item listings, prevailing wage rates, flat rates, or other vendor-specific details that are associated with the negotiated terms and conditions of the contract.

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The screenshot shows the same 'Vendor Information' page as in step 11, but with a 'File Download' dialog box open. The dialog box contains the following information:

- File Name: ...C\_C\_Janitorial\_PriceFile\_Jan\_2013\_CaseWeb05.xls
- Type: Microsoft Excel 97-2003 Worksheet
- Size: 2048 bytes

The 'Open' button is highlighted with a red circle. Below the dialog box, the 'Vendor Documents' table is visible, showing the same documents as in step 11.

Select **Open** to view or you can save to another location.

*Read the Contract User Guide for guidance on how to use the contract. Some require multiple quotes from vendors on the Vendor(s) tab. Beforehand, you can search through the vendor details to get an idea of pricing structures as well as goods and services offered by a vendor.*